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CONFIDENTIAL

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20 May 54

Training Liaison Officer, ORR

Director of Training

Change in or Withdrawal from Training Programs

REFERENCE: Memo to D/TR from TLO/ORR, same subject dated 11 May

1. The policy of this Office has been and is that there shall be no change in any training program and no student withdrawal from any training program without prior request from the office concerned.

2. On a few occasions in the past, students have made alterations in approved training programs at non-CIA facilities, or have withdrawn from non-CIA or internal training programs without the knowledge either of the office concerned or of the Office of Training. There is no instance in which this Office has approved of either action without prior request from the office concerned.

3. This Office supports the ORR recommendation for a written request from the office concerned re any changes in or withdrawal from a training program. Written approval by the Director of Training is also required prior to either action.

dispatched 5/20/54

/s/
MATTHEW BAIRD

OTR/PRS/EAD:mjf (19 May 1954)

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